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ATTACHMENT: "B"

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25X1A

VIA : AIR
 TO : All Class "B" Stations and Bases
 FROM : Finance Division
 SUBJECT: General - Administrative
 Specific - Pay and Allowances

DATE: 20 May 1957

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25X1A 1. [REDACTED] paragraphs 12b(2), 12b(3), 12e and 12f is presently being revised to allow the periodic payment of differences between allowances, salaries and post differentials for staff employees [REDACTED]

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25X1A2d1 2. The Comptroller has been authorized by Chief, [REDACTED] to implement procedures to effect periodic payment as indicated in paragraph 1, above, prior to the revision of applicable regulations. Accordingly, the effective date of this directive will commence with the pay period 19 May - 15 June 1957.

3. Differences between salaries and post differentials will automatically be paid by Headquarters each four week pay period, as before, where the difference [REDACTED] base salaries is \$100 or more per year.

4. All allowance differences and salary differences of less than \$100 may be claimed from Headquarters no more frequently than once each four week pay period. Claims should be submitted on Settlement Sheets, Form No. 948. A Form No. 948 must be submitted to Headquarters by each staff employee integrated:

- (a) as of 30 June of each year as to arrive at Headquarters by 15 August and
- (b) as of the date of [REDACTED]

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In addition, claims may be submitted to Headquarters on a Form No. 948, at the option of employee, as outlined above. Forms No. 948 submitted as per (a) and (b) above may or may not constitute claims but are required by Headquarters for purposes of verification of periodic payment which may be made during the fiscal year. The period covered on any Settlement Sheet should cover all periods of time since the last submission of a Settlement Sheet regardless of whether it constitutes a periodic claim or an annual settlement.

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5. Any comments, inquiries or suggestions concerning this revised procedure should be directed to Finance Division through appropriate channels.

/s/

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[REDACTED]

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3 - Field Station

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